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MEMORANDUM FOR: Colonel White

SUBJECT : Promotion Requirements; re: Mr. [REDACTED]  
 Interest

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1. The Agency promotion requirements are set forth in [REDACTED] "Promotion," (attached). As you know, there are certain time-in-grade requirements, and these are enunciated there. For promotion from GS-13 to GS-14, the normal period is 18 months.

2. Section 7 of the Regulation sets forth the grounds for exceptions to the requirements. Requests for exception are to be attached as a supporting memorandum to the SF-52 asking for promotion, and the request is to be made of the Director of Personnel. If the case is one involving promotion to GS-14 or above, the SF-52 must bear the endorsement of the Deputy Director concerned. Decisions of the Director of Personnel are subject only to review by DCI, according to the Regulation.

3. There are three specified grounds for an exception. These are:

a. That the employee was initially employed at a grade below that for which he was qualified; or

b. An individual is properly qualified for promotion based partly on his experience prior to entry on duty; or

c. Such exception is necessary to recognize and utilize an employee's outstanding ability.

4. In actual practice, such requests for exception have blended these three grounds. Without knowing more about it, I would surmise that the person Mr. [REDACTED] has in mind would fall principally under items b. and c. above, rather than on a., since a. usually applies to cases where the individual has been a 14, say, but has been recruited by us at a 13 due to lack of a higher slot.

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5. I would believe that you could approve an arrangement such as Mr. [REDACTED] proposes; i.e., promotion of the individual at the end of 6 months if Mr. [REDACTED] has convinced you that the person is sufficiently well-qualified to merit this treatment. It would not be advisable, however, to have this arrangement

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actually spelled out on the SF-52 bringing him to duty in the Agency, since that would look like an open attempt to circumvent the Regulations.

6. Mr. Dulles could approve having the individual enter on duty at the GS-14 level of course, since the requirement that he enter at his present grade is, as I understand it, a DCI requirement, designed to keep this Agency from appearing to proselyte elsewhere in Government through offering higher salaries than some old line agencies can match. In many ways it would be better to have the person enter at a 14, but you may not wish to carry this matter to the DCI.

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7. SUMMARY: I would say that Mr. [REDACTED] idea could work if it were understood that the individual would come on in his present grade knowing that in order to qualify for promotion in so short a time he would have to turn in a performance that would enable Mr. [REDACTED] to recommend the exception to [REDACTED] principally under the terms of sub-paragraph c. of Section 7 of the Regulation; i.e., that one wherein the exception "is necessary to recognize and utilize an employee's outstanding ability." Were it otherwise, we might be faced with the prospect of promoting someone under the terms of an agreement, regardless of his performance after entry on duty instead of because of it.

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